

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

GM-128

9 June 1944

Subject: Vouchers

To: All Unit Commanders

1. Vouchers are frequently delayed before being submitted to National Headquarters for processing and payment. This practice often causes confusion and sometimes results in the nonpayment of certain items.

2. In the future Unit Commanders will be held responsible for the undelayed presentation of vouchers to National Headquarters.

3. This matter will be particularly important at the end of the current fiscal year, 30 June 1944, as our fiscal records for that period will be closed soon thereafter.

By direction of National Commander JOHNSON:

Kenneth R. Kay
KENNETH R. KAY
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Budget & Fiscal Officer